



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

Wayne Strumpher, Acting California Corporations Commissioner

SUNNE WRIGHT-MC PEAK, Agency Secretary

Release Date: September 29, 2005

CLASSIFICATION: **STAFF SERVICES MANAGER I (SUPERVISOR)**
1 Position-Permanent/Full-Time

FINAL FILING DATE: **October 13, 2005 or UNTIL FILLED**

SALARY: \$4746-5726

POSITION LOCATIONS: Business Operations Section, 1515 K Street, Sacramento

DUTIES AND RESPONSIBILITIES:

Under the general direction of the Chief, Business Operations and Program Support Office, the Staff Services Manager I (SSMI) plans, organizes, and directs the activities of the Business Operations Section (BOS) in the Sacramento and Los Angeles Offices. The SSMI is responsible for operational and administrative functions including prioritizing long term and short term workload issues, strategic planning, establishing performance and training objectives, handling personnel issues and developing, reviewing and implementing a wide variety of mandated and instructional policies, procedures and processes; oversees staff responsible for American Express Card Management; Building Management & Maintenance; Buy-Recycle Program; Cal-Card Program; Central Receiving; Contracting/Service Acquisition Program; Emergency Response; Equipment Maintenance; Fleet Program; Forms Management/E-Business Functions; Mail Room Functions; Property Management; Purchasing, Commodities; Records Management; Supply Management; Reproduction & Printing Functions; Telecommunication; Transportation Management; and Waste Management. Additionally, the SSMI facilitates the Department's most difficult and detailed personal service contracts; provides expert advice to the Executive staff on the proper mechanism that is available to contract for personal services (i.e. special consultants, legal representation, expert witnesses, etc.); develops Scope of Work specifications; terms and conditions; develops detailed justification for control agency approval; and acts as Contract Manager over various Department contracts.

DESIRABLE QUALIFICATIONS:

- Excellent supervisory skills.
- Excellent conflict resolution skills.
- Experience interpreting and administering state and federal statutes and regulations.
- Possess strong organizational skills.
- Excellent writing and oral presentation skills.

WHO MAY APPLY: State employees who are currently at the SSMI level, those within transfer range or individuals with list eligibility who are reachable (in the top three ranks) and employees with Surplus or SROA status are encouraged to apply. Applications will be screened and only the most qualified will be interviewed. For further technical information regarding the position, please contact Fred Topete at (916) 322-7548 or CALNET 8-492-7548. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** Please include your social security number for eligibility verification and indicate **RPA #05-OMB0007** under the job title).

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Human Resources Office
Attention: Kiley Hanchen (#05-OMB0007)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 327-8914 or CALNET 8-467-8914

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AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.